

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
August 11, 2014**

A regular meeting of the Williamsport Mayor and Council was held on August 11 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
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 Bill Green to accept the regular meeting minutes held on July 14, 2014. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotemyer gave the financial report for July 2014. Councilman Jim Kalbfleisch 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.

Town Clerk Donnie Stotemyer presented the following Budget Amendments:

**FY 2014
General Fund
Budget Amendment 2014-05**

Overview: To record transfer of budget amounts for the General Fund

Detailed Summary:

General Fund – Various Accounts

Refer to Exhibit A attached.

Assistant Mayor Joan Knode made a motion to adopt this amendment as presented. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

**FY 2014
Electric Fund
Budget Amendment 2014-06**

Overview:To record transfer of budget amounts for the Electric Fund

Detailed Summary:

Electric Fund – Various Accounts

Refer to Exhibit B attached

Assistant Mayor Joan Knode made a motion to adopt this amendment as presented. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

**FY 2014
Water Fund
Budget Amendment 2014-07**

Overview:To record transfer of budget amounts for the Water Fund

Detailed Summary:

Water Fund – Various Accounts

Refer to Exhibit C attached

Councilman Jim Kalbfleisch made a motion to adopt this amendment as presented. This motion was seconded by Assistant Joan Knode. With all voting in favor, motion carried.

Guests

Mayor James McCleaf introduced Mike Nestor from Thrasher Engineering. Mr. Nestor was present to update the Mayor and Council regarding the Water Tower Project. He stated there was an issue with where to place the water control valve for the water tower. Town Attorney Ed Kuczynski stated he wrote a legal opinion on where it should be place. The valve will be place at

the dead end of Honeyfield Road. Town Attorney Ed Kuczynski worked on the easement for Washington County to place the valve in their right-of-way. Mike Nestor stated the contractor Titan Industrial extended the bid date. The pre-construction conference with Titan Industrial and the town will be held on September 2, 2014 at 10am at Town Hall. Construction is set to begin on September 10, 2014. Mayor James McCleaf explained this was a complicated issue. Because of this setback we almost lost our funding for this project. He questioned how we can avoid this type of problem on future projects. Town Attorney Ed Kuczynski stated we should try to identify the improvements that are being recommended to be done early and if any easements are needed, the site needs to be surveyed and alternate sites also need to be surveyed and considered. Mike Nestor responded he and his company, Thrasher Engineering learned a valuable lesson from this experience.

Mayor James McCleaf introduced Meredith Poffenberger with Small Town USA. She was present to discuss her company which makes local trail maps called Unique Boutiques and Foodiques. She is currently working on a trail map for small towns in Washington County and wanted to know if the Mayor and Council would sponsor a map in the amount of \$600 for the town of Williamsport to be included on a trail map. This would reduce the rate the individual businesses would have to pay to be included on the map, but the businesses would still have to pay \$400 each to be included on the map. There are ten towns, including Williamsport that would be included on this map, which highlights local shops and restaurants. Councilman Alan Redding informed Mrs. Poffenberger that she had misinformed local businesses by stating the Desert Rose Café and the Desert Rose Sweet Shoppe would be purchasing advertising space to be included on the map, and this was not true. Councilwoman Maya Haines stated the Desert Rose shops sit in a great location where people coming off the trail like to stop. Assistant Mayor Joan Knode said she feels the town does a lot for advertising and supporting our local businesses and that sponsoring this trail map would be excessive. Mayor McCleaf said the town bends over backwards for advertising and promoting our town and local businesses. Councilman Scott Bragunier asked if hotel motel funds could be used to pay for the sponsorship of this map. Mrs. Poffenberger says on their website 30 local businesses would be working together to promote each other. Councilwoman Maya Haines asked if the Mayor and Council could wait to make a decision on whether or not to sponsor this map after it has been approved and/or implemented in the other small towns Mrs. Poffenberger plans to include on this map of Washington County. Mrs. Poffenberger stated the Washington County Visitor's Bureau is in support of her project. Councilwoman Maya Haines asked Mrs. Poffenberger what other towns were in support of this project. She replied that the Town of Williamsport was the first town she has met with. Councilwoman Maya Haines said she did not feel ready to make a decision on this sponsorship. Councilman Scott Bragunier made a motion to allocate \$600 to sponsor the advertisement in Small Town USA brochure. There was no second to this motion, the motion was defeated. Business owner Barbara Russell addressed the Mayor and Council asking them to please support the small business in the town. She has lived here all of her life, and she loves Williamsport. She wants to see it grow.

Correspondence

Mayor James G. McCleaf informed the Council we received a thank you card from the Shenandoah Valley Civil War Era Dancers thanking us for allowing them to participate in the Civil War Retreat through Williamsport event.

Mayor James G. McCleaf informed the Council we received a thank you card from Eagle Scout, Colton Shirley thanking the Mayor and Council for the gift card we gave him at his Eagle Scout ceremony.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Jerry Knode reported there is a new display in the museum on WWI and Mexican War medals. He announced there will be a book signing by author Austin Gisriel on July 27th at the town museum from 1-4pm. The book is called “Boots Poffenberger-Hurler, Hero, Hell-Raiser.”

Planning Commission

August 11, 2014

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Report for July, 2014

- There were (11) new permit submitted in July, and a total of (6) approved. A total of (11) permits remain under review.
- Sidewalk Usage Standards: Final document has not been received from attorney; Letter to Commercial establishments should be composed and issued to commercial establishments

Permits Approved:

2014-29	26 E. Salisbury Street	Remove & Replace Fence	Permit Approved
2014-28	25 W. Frederick Street	Demolish Porches/Replace	Permit Approved
2014-31	45 W Salisbury Street	Relocate shed due to Code Violation	Permit Approved
2014-32	18 N. Conococheague Street	Add decal signs to windows	Permit Approved

2014-33 & 34 23 S. Artizan Street Sub-divide showing actual building placements Approved

Permits Being Reviewed:

2012-36	15940 Lockwood Rd	Business Change	Connecting road Approvals
2014-15	17 E Frederick Street	Construct semi attached dwelling	Appeal approved
2014-20	124 E. Potomac Street	Sidewalk and ADA replacement	Awaiting print
2014-21/26	14-26 E Salisbury Street	Remove and replace frnt sidewalks	Meeting w/property owners
2014-30	Byron Memorial Park	Sidewalks and Trail	Awaiting print
2014-36	10 Sunset Avenue	Refurbish Water Tower	Paperwork is incomplete
2014-37	154 N Artizan Street	Two dwelling sewer hook-up	Require detail drawing and spec

Code Administration:

There were no Code violations listed in June

Planning Activities:

Welcome Center Plans – Notified FEMA permit applications incomplete, USDA grant paperwork incomplete;

Structure mission and size unresolved: USDA paperwork incomplete:

Potomac St drainage and Electrical Poles relocation being reviewed

East Potomac GC District Development (South) – Traffic Study completed, discussion on-going.

EDU - Survey to begin in August (Conococheague Street and Potomac finalized)

Pythian Building - Town Clock structure requires repair; building usage suggestions from Town requested

Respectfully Submitted,

Charles Stumbaugh

Planning and Zoning Commission

Jerry Stumbaugh addressed the Mayor and Council to inform them the Planning Commission and one of the local County permit inspectors and a local architect toured the Pythian Castle. He stated they have done a nice job cleaning up the building so far. He informed the Mayor and Council, the owner of this building, Ed Cave, would like some input and guidance from the Mayor and Council as to what they would like to see go into the building once it is finished. Mr. Stumbaugh also discussed how the clock tower is very unstable. We should get a contractor in to look at the clock and get it fixed. Town Clerk Donnie Stotemyer was assigned with this task. Mayor McCleaf asked if the town has a long term lease for the clock tower and if the town owned the clock tower. Town Attorney Ed Kuczynski said he thinks we do have some sort of agreement, but he could not remember. Town Clerk, Donnie Stotemyer was asked to search through our records to see if he could find anything about the town's ownership of the clock tower.

Legal Council

No Report.

Sheriff's Report

Mayor James McCleaf gave the July 2014 Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported she has been busy attending a lot of meetings. She talked about the Visitor's Center Art Gallery in Town Hall and how it has really come along. She talked about the Springfield Barn and they are booking well into 2017. Assistant Mayor Joan Knode spoke about a recent meeting with the Potomac Playmakers who are looking for a new venue and are considering the Pythian Castle. The Potomac Playmakers said their biggest concern is parking in Williamsport. She reported town employees, Barbara Baker and Bobby Talhelm recently cleaned and waxed the floors in the Town Museum and they look great. Assistant Mayor Joan Knode is working with Event Coordinator, Cyndi Powell to organize a Fitness Day in Williamsport to unveil the completed Fitness Trail in September.

Councilman Jim Kalbfleisch reiterated the updates Mike Nestor presented earlier in the meeting. The Water Tower project should take 45-60 days to complete.

Councilman Scott Bragunier reported the Conococheague Little League had a great season. He thanked the town for their support of this organization. He stated we have the best baseball fields in the state of Maryland. Councilman Scott Bragunier also talked about the Boots Poffenberger book signing at the Town Museum. He said it was a nice event and well attended. There hasn't been too much going on in the park, but he did report some recent vandalism in the park. Councilman Scott Bragunier has been working with Town Clerk, Donnie Stotemyer on the Billy Doub playground project and we are trying to move forward with that.

Councilman Alan Redding reported everything at the pool is going well. The Christmas in July pool party was a good time had by all. August 23rd, 2014 there will be a Pooch Plunge from 3-6pm. The cost is \$10 per pooch and the proceeds will benefit a local "no kill" shelter.

Councilman Bill Green reported July had been a really busy month. He is waiting on Town Clerk, Donnie Stotemyer to get in touch with Antietam Paving Company to get a price quote for overlaying the intersection at Sunset and Artizan Streets. Councilman Bill Green also reported he is working on a sidewalk issue on Frederick Street.

Councilwoman Maya Haines reported she has been following up with Rodney Tissue regarding the smoking ban in Hagerstown's City Park to see how things are going with that campaign. She said if we were to adapt a similar smoking ban, we would have to undertake an educational process to educate the community on the policy. She would like to continue bringing information to the Mayor and Council for their consideration.

Mayor's Report

Mayor James McCleaf asked that the Council try not to bother the staff at town hall for the next two weeks unless absolutely necessary. The town will be conducting their annual financial audit and they will have their hands full.

Unfinished Business

Assistant Mayor Joan Knode said the walkway from the pool parking lot in the park that joins Springfield Lane is one that is being utilized by vehicles. She said we need to come up with some sort of barrier to prevent this because this is going to become a part of the new fitness trail and it is very hazardous to have vehicles using this walkway as a road. Mayor McCleaf asked if we could create some sort of temporary barrier to prevent vehicles from passing through this area.

New Business

Councilwoman Maya Haines brought up that the intersection at West Frederick and South Vermont Streets is a hazardous area. People do not mind the stop signs. She suggests we install larger stop signs. She asked if Riverview is considering putting in gates at the Cemetery to prevent people from entering the cemetery at night. Mayor McCleaf responded the Riverview Association is considering installing gates to close the cemetery at dusk.

Mayor James McCleaf asked for a motion to approve the Breast Cancer Awareness Cumberland Valley to hold a "Park in the Pink" program in Byron Memorial Park. They are seeking our permission to hang pink ribbons throughout the park from October 13th-October 17th, 2014. Councilwoman Maya Haines made a motion to allow the BCA-CV to hang pink ribbons in the park from October 13th-October 17th, 2014. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Mayor James McCleaf asked for permission from the Council to bid the Sidewalk Project. This project was funded by Project Open Space with DNR and will install 800 feet of sidewalk from the Community Building in Byron Memorial Park to the current sidewalk by the Conococheague Little League.

Mayor James McCleaf explained the MD Department of the Environment approved the Town of Williamsport a \$750,000 loan and a \$750,000 loan forgiveness for the Town of Williamsport Phase II Water Project. Councilman Jim Kalbfleisch made a motion to accept this award. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Citizen Participation

Mayor McCleaf recognized town resident, Dave Kirby. Mr. Kirby said he observed 132 cars in one evening that did not stop at the stop sign coming out of Byron Memorial Park. Mayor McCleaf asked Town Clerk, Donnie Stotemyer to follow up with Deputy Sherriff, Carl Witmer to make him aware of this issue.

Town Resident Carolyn Spinney addressed the Mayor and Council telling them her family has lived in her home for the past 116 years on Artizan Street. She said she brought before the Mayor and Council about creating a buffer zone back around August 18th, 2010. She said nothing was done on this and the issues has been dormant all this time. It was brought before the Mayor and Council on March 11th, 2013 and passed on March 21st, 2013. She is concerned about this buffer zone because her property is adjacent to some of the recent construction going on in town. She currently has a 7'3" buffer zone between her residence and the Sheetz construction site, and she should have 10' buffer zone if it had been properly addressed. Town Attorney, Ed Kuczynski said she has legitimate concerns. However, there is nothing the Mayor and Council can do at this point. When Sheetz presented their plans to the Planning and Zoning Commission, it included a buffer zone.

Town Resident, Ken Lafferty told the Mayor and Council about his observation of two skate boarders riding down the street laying down on their skate boards. He feels something needs to be done about this and other skate boarders riding down the streets. He also asked the Mayor about when the gateway signs will be installed. Mayor McCleaf responded the signs are being manufactured and will be installed in the near future.

Councilman Jim Kalbfleisch made a motion to move into an Executive Session. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport