

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
September 14, 2015**

A regular meeting of the Williamsport Mayor and Council was held on September 14, 2015, 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 Scott Bragunier
Councilman Alan Redding
Councilman Dustin Byers
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 Council Meeting Minutes from August 10th, 2015 and Executive Session Meeting Minutes from August 10, 2015. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotemyer gave the financial report for August 2015. Councilman Scott Bragunier made a motion to accept the financial report as presented. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Guests

There were no guests.

Correspondence

Mayor James G. McCleaf shared a thank you email from Kris Kuszmaul from Warren, Ohio thanking the Mayor and Council for allowing their Boy Scout troop to camp at Riverbottom Park.

Mayor James G. McCleaf shared a donation letter from the Williamsport Lion's Club who donated \$195.49 to the town. This money was from proceeds earned selling funnel cakes at National Night Out on August 4, 2015.

Mayor James G. McCleaf shared a thank you card from town employee, Rachel Drury thanking the Mayor and Council for their graduation gift and card.

Mayor James G. McCleaf shared a thank you letter from Holly Place thanking the Mayor and Council for our donation of food to the Holly Place facility.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No Report.

History and Museum Board

Jerry Knode reported a butterfly garden was recently installed in the barn yard area of the Springfield Barn. Mr. Knode said there are two new displays set up at the museum. Two museum signs have been repaired. Mr. Knode reports there have been a lot of guests visiting the museum and the Springfield Barn.

Planning Commission

August 31, 2015

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Report for August, 2015

- There were **(6) permits submitted** in August, and a total of **(3) approved**. There are thirteen **(13) permits unresolved**.

Permits Approved:

2015-27	2 N. Conococheague Street	Construction of new Pavilion	Approved
2015-28	337 S. Artizan Street	Installation of privacy fencing	Approved
2015-29	414 S Conococheague Street	Relocation of business to new site	Approved

Permits Being Reviewed:

2012-36	15940 Lockwood Rd	Business Usage (Road Chg. Required)	
Projected completion 10/2015			
2014-20	124 E. Potomac Street	Sidewalk and ADA replacement (County)	Being designed; target 10/2015
2014-21/26	14-26 E Salisbury Street	Remove & replace front sidewalks (Town)	
Contract & constituent interview			
2014-44	104 E Potomac Street	Bus Shelter (County)	Completion target 10/2015
2014-45	5 N. Commerce Street	Construct Visitor Center (Town)	Requires BZA Scheduling
2015-30 (a) (b)	14 West Potomac Parkway	New business w/Portable office rezoning	Requires

Planning:

Sidewalk Usage Standards: Await final document from attorney (No Change to status)

Respectfully Submitted,

Charles Stumbaugh

Planning and Zoning Commission

Legal Council

No report.

Sheriff's Report

Mayor McCleaf gave the August Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported beautiful butterfly gardens were created in the barn yard of the Springfield Barn. Assistant Mayor Knode reported the Town of Williamsport is hosting the next Canal Towns meeting at the Springfield Barn on Wednesday, September 16th at 10:00am. She said the barn has been busy with lots of weddings. She also reported they were busy during the Canal Days weekend and had a lot of visitors up at the barn. Assistant Mayor Knode reported she received a generous donation towards the restoration of the Tenant House because of a nice tour she conducted. The repairs to the Tenant House are progressing well. Assistant Mayor Knode reported town employee, Barb Baker has been doing a great job maintaining and cleaning the Community Building during this busy rental season.

Councilman Jim Kalbfleisch reported he contacted the president of Glessner concerning the surveillance camera proposal for the Springfield Barn. The Glessner president has offered the Town of Williamsport two years of free monitoring services if we were to award them the bid for the installation of surveillance cameras at the barn. Councilman Jim Kalbfleisch recommended we award the project bid to Glessner. Councilman Jim Kalbfleisch said he has observed children riding their bikes around the intersection of N Conococheague and W. Salisbury Streets. The kids are not following traffic devices that are in place and he is afraid someone is going to get hurt. The kids he has observed are around 12-13 years of age. Carl Witmer and Mike Hoevack, owners of Tactical Integration and Solutions, Inc. were present to explain the difference between analog and digital camera systems, which they provided quotes for installation at the barn. Mr. Hoevack explained both systems are almost identical with the HD quality. There is a 3 year warranty on the equipment. Councilman Scott Bragunier asked if it was possible to stream live the camera feed. Mr. Hoevack responded this was possible if there is a wireless/internet connection available at the barn. Councilman Bragunier asked if the system can be motion activated, where it only comes on when motion is detected. Mr. Hoevack responded, this is a possible setting with this system. Mayor McCleaf said this was a lot of information covered. He asked the Council to contemplate all of the new information discussed at tonight's meeting and we can discuss it further at the next meeting.

Councilman Scott Bragunier reported he talked to Mayor McCleaf about starting an Economic Development Council. Councilman Bragunier asked for a motion to approve the formation of an EDC for the Town of Williamsport with him as the chairman. Councilman Scott Bragunier made a motion to allow the creation of an EDC for the Town of Williamsport. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried. Councilman Bragunier reviewed the following report from the first meetings of the EDC:

Williamsport Economic Development Committee Monthly Report

Members:

Scott Bragunier (Chair) Greg Snook, Diane French, Dustin Byers, Rose Harris, Selena Torre

Purpose

The purpose of the EDC is to be an advisory group to the Mayor and Council of the Town of Williamsport whose goals are to encourage economic growth, support and sustain businesses locally, provide incentives to businesses for both recruitment and retention, and to serve as Business Advocates to new and expanding businesses in the Town of Williamsport.

The Committee has been working hard on a long list of projects to start the process of bettering the economic atmosphere here in Williamsport. Below is a long list of projects that we as a group and individually have started work on and will be coming back to Council periodically requesting further support, approvals, or suggestions. As we move forward we will be looking forward for more volunteers to serve on sub committees of this group. Please contact me if you have any questions about the below list of projects.

Projects:

Business Directory

Rental Space Directory

Business Survey

Creation of Committee Bylaws and Procedures

Old Sheetz- Sell/Rent?

Old Tannery- How can we help?

Becoming an Enterprise Zone?

Consider changing / adjusting Ordinances

Start up Seminar for Wineries/Distilleries/Brewery Sept 22

Williamsport Business round table discussion in November

Downtown

- Creation of Incentives
 - o Façade grants
 - o Sign grants
 - o Start up support loans
- Downtown Code Enforcement
- Sidewalk renovation with grants
- Creation of a Municipal Parking Lot
- Downtown Wi-fi

Councilman Bragunier reported on October 13th, 2015 at 5:00pm, the Junior Bass Masters will be cleaning up at River Bottom Park. He reported the town parks all look to be in good shape.

Councilman Bragunier reported the town is hosting a seminar for people interested in learning about how to open a brewery, distillery or winery in Maryland. This seminar will be held at the Springfield Barn on September 22, 2015 at 6:00pm. Councilman Bragunier congratulated and thanked town clerk, Donnie Stotemyer and Assistant Mayor, Joan Knode for the good publicity earned for Williamsport when they participated in a special news interview about the restoration of the tenant house.

Councilman Dustin Byers reported there have been no electrical issues.

Councilman Alan Redding reported the pool is closed for the season. Councilman Redding also talked about the schedule for this year's Haunted Walking Tours. Tours will start on September 25th and be held on Friday and Saturday evenings at 9pm. It costs \$5 per person.

Councilman Bill Green reported they recently replaced curbs out at Milestone Apartments and at Calvary Temple. The Town has applied for a grant to the Appalachian Regional Commission to overlay some of our streets and we are waiting to hear if our grant will be awarded or not.

Mayor's Report

Mayor McCleaf reported Draper and McGinley will be presenting the final audit report for FY 16 at a special meeting on Wednesday, September 23, 2015 at 6:30pm. He asked the Council to please attend this meeting. Mayor McCleaf reported the audit report was showing the town had a good year with a positive of \$176,811 in the general fund. Mayor McCleaf thanked town clerk, Donnie Stotemyer, town accountant, Sue Harrison and the rest of the office staff for helping the auditors in this process.

Unfinished Business

Councilman Scott Bragunier asked Town Attorney Ed Kuczynski where he was in the process of bidding the clock tower project. Mr. Kuczynski said he sent a letter to Dan Matonic requesting some assistance in this process. He is waiting for a reply back.

New Business

Mayor McCleaf informed the Council there was a water leak at 237 E Potomac Street. The water line from the meter into the house had to be replaced. Mayor McCleaf presented supporting documentation. Mayor McCleaf requested the Council's approval to reduce this water bill. Councilman Jim Kalbfleisch made a motion to reduce the water bill due to a water leak at 237 E Potomac Street. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Mayor McCleaf reviewed a request from Faith Christian Fellowship to utilize a pavilion in the park for an event they are hosting on October 30th called "Trunk or Treat". They wish to utilize Pavilion #2 from 6:00-8:00pm on this evening at no charge. Assistant Mayor Joan Knode made a motion to permit the Faith Christian Fellowship use of the Pavilion at no charge. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Mayor McCleaf asked approval to host our annual Fall Cleanup on Saturday, November 7th from 7:00am-12:00pm in Byron Memorial Park. Councilman Scott Bragunier made a motion to

approve the Annual Fall Cleanup be hosted on November 7th from 7:00am-12:00pm in Byron Memorial Park. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Citizen Participation

Mayor McCleaf recognized town resident, George Stumbaugh. Mr. Stumbaugh said he lived in town for 65 years and has volunteered a lot on committees in the town. He has never had issues with the town. He was present to make the Mayor and Council aware of a recent situation where a water bill of his property went unpaid and a door hanger for cutoff was left on one of his properties where the barber shop is located. Mr. Stumbaugh admits it is his fault for setting the bills and notices aside and for not paying his bills on time, but he felt the situation could have been handled better. He disagreed with the town putting a door hanger on a business; he felt it could have been handled more privately. Mr. Stumbaugh said he came to town hall to talk with someone about this meeting and they were not there. Town Clerk, Donnie Stotelmyer spoke to this and said it was him Mr. Stumbaugh was coming to see, but he was not in the office that day. Mr. Stotelmyer apologized to Mr. Stumbaugh for the problems this incident caused him and the business owner.

Mayor McCleaf recognized Mr. Walter Williams, town resident. Mr. Williams said that since the town can spend money on everything else, can the town look into upgrading the sound system in the Council room. Mayor McCleaf responded saying they can look into it.

Mayor McCleaf recognized Mr. Dave Miller, president of the Williamsport Rotary. Mr. Miller is a private resident living in Homewood Nursing Center. Mr. Miller wanted to thank the town of Williamsport for all they do for the community. Mr. Miller wanted to thank the town clerk, Donnie Stotelmyer and town event planner, Cyndi Powell for being members of the rotary club. He said they are an asset to the club.

Mayor McCleaf recognized town resident, Mr. Charles Brown. Mr. Brown questioned the Mayor on when the third gateway sign to be located by G.A. Miller Lumber Company will be installed. Mr. Brown said it's been about two years since we've been waiting for this sign to be complete. Mayor McCleaf said it is not scheduled to be put up yet so he could not answer that question. Mr. Brown asked Mayor McCleaf where he currently resides. Mr. Brown asked if he is living in Williamsport. Mayor McCleaf responded he lives at 123 W Potomac Street. Mr. Brown said no, he does not live there and has not been living in town. Mr. Brown asked Assistant Mayor Joan Knode why they were not putting foam installation in the Tenant House where they are currently working on restorations. He said they are doing the chinking work incorrectly. Assistant Mayor Knode said she met with a gentleman from the National Park Service who came to evaluate the restoration of the Tenant House. The gentleman from the NPS said the chinking work is well done and they had a unique method for completing the work, one that he may employ on future projects. Mr. Brown asked Councilman Scott Bragunier about Christmas in the Park. He wanted to know if the lit up ornaments in the park were going to be made by a non-tax paying person in their garage, or would they be bought from a reputable company. He also asked about the money that is collected in the park. Will those donations be brought promptly to Town Hall to be counted, or is he going to allow people to take those buckets of money to their individual homes after. Councilman Scott Bragunier said he was not aware of any new lawn ornaments that were

being made or purchased for this year. Councilman Bragunier said the money being collected at night in the park, is brought to town hall and locked in the office. On nights when Councilman Bragunier is not available to pick up the donations, they are locked in the mailbox in the park and picked up the next morning to be counted by town staff the next day. Mr. Brown thanked the citizens of this town for allowing him to work for them. He said he poured his heart and soul into this town and he thanked them for letting him work for them.

Mayor McCleaf recognized Mrs. Sherry Grabenstein, town resident. Mrs. Grabenstein asked the Mayor and Council why Mr. Brown was let go. Town Attorney, Ed Kuczynski responded in stating the Mayor and Council cannot comment because it is a personnel matter and it is private. The Mayor and Council are not permitted to comment on this matter publicly or otherwise. Town Attorney, Ed Kuczynski also said the state of Maryland is an at will state and the town employees or employed or discharged at the pleasure of the Mayor and Council.

Mayor McCleaf recognized Chief Will Ball from the Williamsport Volunteer Fire & EMS. Mr. Ball asked if he could come back to talk to the Mayor and Council at the next Workshop Meeting to talk about fire hydrant testing. Mr. Ball talked about how important it is that we regularly test the fire hydrants and measure the flow, but he'd like to come back to discuss this at a future meeting where he can have more time to address the Mayor and Council. Mayor McCleaf responded that he will be added to the next meeting agenda.

Mayor McCleaf recognized Dave Kirby, town resident. Mr. Kirby asked about the street sweeper, when it is running why there are some cars that don't get ticketed. Mayor McCleaf responded that the recent incident where a ticket was not initially issued was corrected and that car was ticketed. Mr. Kirby also asked about sidewalk issues on Frederick Street. Mayor McCleaf responded that the issue is on their list to be fixed. He confirmed this with Town Clerk, Donnie Stotelmyer.

Mayor McCleaf recognized Mr. Ken Lafferty, town resident. Mr. Lafferty complained of a foul smell on Salisbury Street. He said he can't sit out on his porch the smell is so bad and it's all the time. Mr. Lafferty is wondering if we may have a sewer build up somewhere. He knows there's a man hole where you can't pry the lid off at all.

Mayor McCleaf asked for a motion to move into Executive Session. Councilman Scott Bragunier made a motion to move into Executive Session. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport