

TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
May 9, 2016

A regular meeting of the Williamsport Mayor and Council was held on May 9, 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 Bill Green
Councilman Dustin Byers
Councilman Alan Redding
Councilman Jim Kalbfleisch
Councilman Scott Bragunier
Town Attorney Ed Kuczynski

Also present was Town Clerk Donnie Stotelmyer

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 April 11th, 2016, Executive Session Minutes from April 11th, 2016, and Workshop Meeting Minutes from May 2nd, 2016. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotelmyer gave the financial report for April 2016. Councilman Bill Green 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

Mayor McCleaf introduced Jessie Jones owner of Canal View Candle & Barrel Co. Mayor McCleaf recognized Canal View Candle & Barrel Co. for National Small Business Week and presented Mrs. Jones with a plaque.

Correspondence

Mayor James G. McCleaf shared an invitation to a Ribbon Cutting Grand Re-Opening Ceremony on Saturday, May 14th, 2016 at 10:00am.

Mayor James G. McCleaf shared a letter from the Hagerstown Civil War Roundtable group and acceptance of a donation of \$100 from the group towards the rehabilitation of the Town Museum.

Mayor James G. McCleaf shared a thank you card from Kinder Haven Child Care Center for the Town's help with their 5K Race event.

Mayor James G. McCleaf shared a letter notifying the Town that this year's Nick Adenhardt Race on Saturday, June 11th, 2016 at Williamsport Elementary.

Mayor James G. McCleaf shared a thank you letter from Boys and Girls Club of Washington County for the donation of \$2,603.34 from proceeds raised from the 2016 Williamsport Polar Bear Plunge.

Mayor James G. McCleaf shared an invitation to the next Washington County Chapter MML meeting on Monday, May 23rd, 2016 hosted by the Washington County Commissioners at the Ramada Plaza in Hagerstown. Social hour begins at 6:00pm and dinner at 6:45pm.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Mr. Jerry Knode reported they are still under construction, but things are moving forward with repairs.

Planning Commission

April 27, 2016

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Update for April, 2016

There were **(4) four permits submitted** in April, and a total of **(4) four approved**. Ten (10) permits still remain under review.

Permits Approved:

2016-10	17 E Salisbury Street	Utility Building	Approved 04/06/2016
2016-11	19 E Sunset Avenue	Construct bi-level deck	Approved
	04/06/2016		
2016-12	313 E Potomac Street	Construct New Restaurant	Approved 04/27/2016
2016-13	15 S Artizan Street	Remodel existing structure	Approved 04/20/2016

Permits Being Reviewed:

2012-36	15940 Lockwood Rd Energy Rd Ownership M&C	Business Usage (Road Chg. Required)	First
2014-20	124 E. Potomac Street /Sched. Spring 2016 WC	Sidewalk and ADA replacement	Priority 1
2014-21/26	14-26 E Salisbury Street Green	Remove & replace front sidewalks	Councilman
2014-44	104 E Potomac Street Approval–Wash Co	Bus Shelter (County)	Financing Fed
2014-45	5 N. Commerce Street – Town Council	Construct Visitor Center (Town)	Project on Hold

Planning Follow-up

9/15/2014	Town Clock Reclamation Submission pending – Donnie	Town Council Approved Project	Bid
1/18/2015	Sidewalk Usage Standards: Document – Mr. Kuczynski	Town Council Approved	Formal

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 April Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported on her work to redecorate the Council chambers. She mentioned the Williamsport Community Band recently adopted a baby donkey as their mascot and named him Maestro. Assistant Mayor Joan Knode talked about how town resident, Wayne Snodderly took a picture of the current band that is now hanging in the chambers.

Councilman Jim Kalbfleisch had no report.

Councilman Scott Bragunier had no report.

Councilman Dustin Byers had no report.

Councilman Alan Redding reported he was working with Delegate Neil Parrott to create a swim team here in Williamsport.

Councilman Bill Green had no report.

Mayor's Report

Mayor McCleaf presented the preliminary budget for Fiscal Year 2017. He asked the Council to please review it and come back to the next meeting with comments. Mayor McCleaf wanted to set the times for public hearings regarding the increase in water and sewer rates. Before the next Council Meeting on June 13th, there will be three public hearings beginning at 6:30pm to approve the next year's budget, water and sewer rate increases.

Unfinished Business

Mayor McCleaf passed around bid packets for the Fitness Trail Phase II project. There were three submissions. Councilman Scott Bragunier opened the first bid packet from Green Sites LLC to provide fitness equipment at a cost of \$25, 500. Councilman Jim Kalbfleisch opened the second packet by Greenfield LLC to provide fitness equipment at a cost of \$24, 710. Councilman Dustin Byers opened the third bid packet from Cunningham Recreation to provide fitness equipment at a cost of \$25, 491. Mayor McCleaf collected the packets and gave them to Councilman Scott Bragunier and asked him to review the packets and come back to the next council meeting with a recommendation of which company to award the project to.

Mayor McCleaf discussed the next agenda item to open bid packets for the Software services to the town. Mayor McCleaf asked to extend the deadline of bidding to Monday, June 6 at 4:00pm. The Council was all in agreement with doing that. Town Attorney, Ed Kuczynski said we would have to submit another advertisement in the paper to advertise that the bidding has been extended.

Mayor McCleaf next discussed the opening of the trash removal bid packets. There were three bid packets submitted. One from Waste Management at a cost of \$106,357.44 for curbside trash and recycle pickup; one from Apple Valley for curbside trash and recycle pickup at a cost of \$61,328 and bulk pickup at a cost of \$9,540 for a total of \$70,868; and one from Republic Services for trash and bulk pickup at a cost of \$50,462 and \$22, 226 for recycling pickup at total of \$72, 688. Mayor asked town clerk, Donnie Stotemyer to put together a spreadsheet so the Council can review and compare the three bids at our next meeting. Discussion was held about bulk pickup and whether or not we should carry on with that service. The concern is that when renters are turned out the town and therefore the tax payers are paying for that trash to be picked up.

New Business

Councilman Alan Redding introduced a new event for the town on the second Sunday of every month. Councilman Redding discussed how the event would be held on Conococheague Street. The street would be shut down to parking and traffic for the event and we would invite in vendors and entertainment. Councilman Redding made a motion to approve the Second Sundays events in Williamsport. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf called on Town Clerk, Donnie Stotelmyer to discuss a request for a reduction of a water bill. Mr. Stotelmyer presented documentation of a water leak at 35 W Salisbury Street. The Council was all in agreement to reduce the water bill at this residence. Councilman Bill Green made a motion to reduce the water bill for 35 W Salisbury Street. This motion was seconded by Councilman Scott Braganier. With all voting in favor, motion carried.

Mayor McCleaf called on Town Clerk, Donnie Stotelmyer to discuss a request for a reduction of a water bill at 130 N Conococheague Street. Mr. Stotelmyer reviewed the timeline of events resulting in this request:

Mrs. Harsh sold 130 N Conococheague Street to Mr. Charles Brown.

Water service was turned off, per Mrs. Harsh's request on November 10, 2014 and the water meter reading was 2984.

Mr Brown bought the property on April 10, 2015. At this time the water meter was still off. Mr. Brown requested the water be turned on October 29, 2015.

The Town did a water meter test on December 22, 2015 after Mr. Brown had received a water bill and questioned the amount due.

The water test showed usage as far back as September 17, 2015 when the meter was turned off.

Mr. Brown states there were no water pipes in the property at 130 N Conococheague Street and that he was using the neighbor's water.

Mr. Brown spoke and explained to the Mayor and Council that there were no water lines going into the house from the meter. He had a hose connected to the neighbor's house during the renovations and was not using water from the meter of the house. Mayor McCleaf explained the water meter only records what runs through the meter. Mayor McCleaf asked Mr. Stotelmyer to talk with Harry Dodson with HD Supply to come to the next Council meeting to explain to the Mayor and Council to explain exactly how one of the Neptune water meters functions for our future reference. Based on the knowledge that Mr. Dodson will impart, the Mayor and Council will be better prepared to make a decision on this request.

Mayor McCleaf shared a letter from the Williamsport Choral Boosters asking permission to use Pavilion #1 on Thursday, May 26, 2016 from 4:00pm-9:00pm at no charge. Councilman Scott Braganier made a motion to allow the Choral Boosters to use the Pavilion at no charge. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Mayor McCleaf reported the new Pavilion is completed and we have obtained permission from County inspectors to start using the Pavilion.

Assistant Mayor Joan Knode handed around minutes from the recent WWII Weekend Planning Committee Meeting for the Mayor and Council to review.

Assistant Mayor Joan Knode reported there will be an Open House at Town Hall this coming Sunday, May 15th from 1:00pm-4:00pm. Author, John Beakes would be giving a presentation about his book on Otho Holland Williams in the American Revolution and then signing and selling his books. That would start at 2:00pm.

Mayor McCleaf talked about this coming year's Christmas Parade. He is looking into staging the Christmas Parade out at Springfield Middle School. It was one of the topics he discussed with Sherriff Mullendore to move the parade to the school because of how large it has grown and because of safety concerns.

Citizen Participation

Mayor McCleaf recognized David Langus, the district manager for Republic Services. Mr. Langus was present to thank the Mayor and Council for allowing them to be the trash removal provider for the past three years. He expressed his hope that their relationship could continue.

Mayor McCleaf recognized town resident, Ken Lafferty. Mr. Lafferty was present to thank Deputy Crawford for conducting a series of security checks at his residence. He reported he is still having issues with juveniles riding on the sidewalks in the early morning hours. Mr. Lafferty talked about the construction site on W. Salisbury Street where a new house is being erected. He said the Town will have to look at the water hookups.

Councilman Bill Green 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