

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
June 13, 2016**

A regular meeting of the Williamsport Mayor and Council was held on June 13, 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 Jim Kalbfleisch
Town Attorney Ed Kuczynski

Also present was Town Clerk Donnie Stotemyer

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 May 9, 2016, and Workshop Meeting Minutes from June 6, 2016. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotemyer gave the financial report for May 2016. Councilman Dustin Byers 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.

Guests

Mayor McCleaf introduced Harry Dodson from HD Supply. Mr. Dodson was present to explain how the Town's Neptune R900 Water meters function. Mr. Dodson explained the water meters that are installed in the Town of Williamsport are "radio read" meters. There is a turbine in the water meter that spins as water passes through it and records the number of gallons that passes through the water meter. There is a data log that is stored in the unit that stores a 90 day history of water usage. The meter can read when there is a leak and the data that is used to track the leak can show whether it is an intermediate leak or a continuous leak. The meter can produce data that tracks water usage in 15 seconds intervals so they are very accurate. Councilman Dustin Byers asked if the water meters can malfunction. Mr. Dodson said yes the meters can malfunction. The turbines can slow down over time because they are old. Mr. Dodson says also they may actually stop.

Correspondence

Mayor James G. McCleaf shared a letter from Williamsport High School notifying us that this year's Ruby M. Seymour Scholarship winner was awarded to Autumn Weyant.

Mayor James G. McCleaf shared an invitation to attend an Eagle Scout Ceremony for Seth Nathaniel Funk on Saturday, July 2nd, 2016 at 2:00pm at St. James Brethren Church in Fairplay, MD.

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. New lights have been ordered and new doors have been installed at the museum.

Planning Commission

May 31, 2016

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Update for May, 2016

There were **(4) four permits submitted** in May, and a total of **(4) four approved**. Nine (9) permits remain under review.

Permits Approved:

2016-14 313 E. Potomac Street Demolish Existing Structure Approved 05/2016

2016-15 2 N Conococheague Street Erect 9' Privacy Fence North of Pavilion.
Approved 05/2016

2016-16 2 N Conococheague Street Permission to use Portable Stage(s) Approved
05/2016

2016-13 37 W Frederick Street Construct Gazebo 168 sq ft Approved 05/18/2016

2012-36 15940 Lockwood Rd Zoning Change approved 2015
Road ownership, and subsequent licensing is now responsibility of Town Government,
Permit Application will be Voided on next report.

Permits Being Reviewed:

2014-20 124 E. Potomac Street Sidewalk and ADA replacement Priority 1
/Sched. Spring 2016 WC

2014-21/26 14-26 E Salisbury Street Remove & replace front sidewalks Councilman
Green

| | | | | |
|---------|----------------------|---------------------------------|------------|-----|
| 2014-44 | 104 E Potomac Street | Bus Shelter (County) | Financing | Fed |
| | Approval–Wash Co | | | |
| 2014-45 | 5 N. Commerce Street | Construct Visitor Center (Town) | Project on | |
| | Hold – Town Council | | | |

Planning Follow-up

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

Zoning Review for Proposed Business:
No New Applications

Respectfully Submitted,
Charles Stumbaugh
Chairman
Planning and Zoning Commission

Legal Council

Town Attorney, Ed Kuczynski reported the RFP for the old Sheetz building has been published. The deadline is on Monday, July 25th by 4pm.

Mr. Kuczynski reported the parking agreement with Zion Lutheran Church has been signed by Mayor McCleaf and sent to Zion Lutheran Church for their signature and approval.

Sheriff’s Report

Mayor McCleaf gave the May Sheriff’s Report.

Council report

Asst. Mayor Joan Knode reported the new Pavilion in the park looks great. It looks clean and is being rented regularly on the weekends. She said the book signing with John Beakes on May 15th, 2016 was a very nice event. Assistant Mayor Joan Knode also reported on the ongoing updates and changes to the Council chambers with new window treatments, pictures and clock. The Springfield Barn is being rented out into 2018 and there are only a few dates left in the 2017 season.

Councilman Jim Kalbfleisch reported he has been working with town resident, Charles Brown at 130 N Conococheague St regarding his water bill.

Councilman Scott Bragunier was not present. No report.

Councilman Dustin Byers had no report.

Councilman Alan Redding was not present. In his absence, Councilman Dustin Byers gave his report that there was a break in at the pool concession stand. A police report has been filed. We are in the process of ordering new cameras for better surveillance of the area.

Councilman Bill Green reported he has a list of pot holes that need repaired. As they have time, the town employees are working on completing the repairs on that list.

Mayor's Report

Mayor McCleaf reported it was a very busy month with the pre-audit, putting together the new budget, looking forward to the MML Conference in Ocean City and everything else that has been going on.

Unfinished Business

Mayor McCleaf asked for approval to award the bid for Phase II of the Fitness Trail in Byron Memorial Park. The recommendation was to award the bid to go into effect after July 1st, 2016 to Cunningham Recreation not to exceed the amount of \$25,500. Councilman Bill Green made a motion to award the bid to Cunningham Recreation under the terms outlined. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf reviewed with the Council the Tyler Software package. The Town is considering changing the computer software for our billing process from Ignitrix to Tyler. Money has been approved in the new fiscal budget to implement this transition. We will continue to review the package to make sure it includes all the services we need. We will come to the next Council meeting with a recommendation regarding accepting the new software package.

Mayor McCleaf asked for approval to award a 3 year contract for trash removal services to Republic Services the apparent low bidder at a cost of \$182,047 for 3 years effective July 1st, 2016. Councilman Bill Green made a motion to award the 3 year contract for trash removal to Republic Services at a cost of \$182,047. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf reviewed with the Council the proposed 2017 Fiscal Year Budget. He asked the Council if they had any questions. Mayor McCleaf proposed we approve the 2017 Fiscal Budget as an emergency ordinance. Assistant Mayor Joan Knode made a motion to approve the proposed 2017 Fiscal Budget as an emergency ordinance. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Mayor McCleaf reviewed the Town is proposing a 4% sewer rate increase that is being passed on from the Washington County Sewer Department. He asked for the Council's approval. Councilman Bill Green made a motion to adopt the proposed 4% sewer rate increase as presented. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf reviewed the Town is proposing a 3% water rate increase that is being passed on from the City of Hagerstown Water Department. He asked for the Council's approval. Councilman Dustin Byers made a motion to adopt the proposed 3% water rate increase as

presented. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

New Business

No New Business.

Citizen Participation

Mayor McCleaf recognized town resident, Ken Lafferty. Mr. Lafferty was present to report that the cover for the pet waste station at the Cemetery was ripped off. Apparently so that someone could steal the bags. Mr. Lafferty asked if there was any movement on getting the Town's resident deputy to enforce the town's ordinances. Town Attorney, Ed Kuczynski said the Town will be meeting with Sherriff Mullendore to get this issue resolved as soon as possible.

Mayor McCleaf recognized Chief Will Ball with the Williamsport Volunteer Fire & EMS Co. He reported the Junior Fire Fighters recently competed in a Junior Firefighter competition and they won the competition. This is the third consecutive year they have won this competition. They will be traveling to Ocean City, MD for the Annual Fireman's Conference to accept an award for their accomplishment.

Mayor McCleaf recognized town resident, Mr. Jim Jewels. Mr. Jewels wanted to suggest that they hang pictures of the greatest citizens in Williamsport on the blank wall in the Council Chambers. Mr. Jewels said he heard a rumor that they were going to hang pictures of council members on that wall. Assistant Mayor Joan Knode explained that they were planning on hanging pictures of current things that are happening in and around town. That wall is being saved to highlight active and current projects.

Mayor McCleaf recognized town resident, Mr. David Kirby. Mr. Kirby discussed a recent incident where he was involved with on route 81. Mr. Kirby was a victim of road rage. He apparently cut off another vehicle in his attempts to move into the left hand lane because a police officer had a vehicle pulled over on the right hand shoulder. The person driving the vehicle he passed in front of, followed him into Williamsport and stopped him at the corner of Church and S. Concocheague Street which resulted in a physical altercation.

Mayor McCleaf recognized town resident, Mrs. Carolyn Spinney. Mrs. Spinney asked if the RFP for the old Sheetz building had been sent out. Mr. Kuczynski said it was in the process and it would be going out. Mrs. Spinney was asking if we were planning on selling or leasing the property. Mr. Kuczynski said we are just asking for proposals at this point and are open to either scenario. Mrs. Spinney also asked what the status of the RFP for the renovation of the Town clock tower. Mr. Stotemyer responded by saying an architect is in the process of putting together the RFP and it should be ready to be sent out soon. Mr. Harne the architect helping with the project says he thinks the estimated cost is going to be much more than he originally estimated.

Mr. Lafferty spoke up and wanted to let the Mayor and Council know they have had several leaks out at the American Legion. He says they do not repair or address the leaks in a timely

manner and that is why they are having problems out there. A representative from the American Legion was scheduled to come and address the Mayor and Council to request a reduction to their bill, but they did not show up for the meeting. Mr. Lafferty who is a member of the American Legion just wanted to let us know a little bit more information regarding this issue.

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