

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
March 9, 2015**

A regular meeting of the Williamsport Mayor and Council was held on March 9, 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
Councilwoman Maya Haines
Councilman Jim Kalbfleisch
Town Attorney Ed Kuczynski

Also present was Town Clerk Donnie Stotelmyer

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 held on February 9, 2015. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotelmyer gave the financial report for February 2015. 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

No guests.

Correspondence

Mayor James G. McCleaf shared an invitation to the Washington County Chapter of MML meeting on Monday, March 23, 2015. Social hour will begin at 6:00pm, with dinner at 6:45pm.

Mayor James G. McCleaf shared a thank you note from the Washington County Chamber of Commerce for participating in the Community Coalition led Day in Annapolis on February 4th, 2015.

Mayor McCleaf shared a letter from Pastor Greg Martin resigning from his position on the Board of Zoning Appeals.

Reports:

Board of Elections Supervisor

Mayor McCleaf said the Mayor and Council need to validate the recent election results for 3 Council seats. Town Clerk, Donnie Stotemyer presented the results of the election. The candidates voted in by the citizens of Williamsport were Jim Kalbfleisch with 77 votes, Bill Green with 76 votes, and Dustin Byers with 70 votes. Total votes cast was 117. Councilman Scott Bragunier made a motion to approve the election results as presented. This motion was seconded by Councilman Maya Haines.

Board of Zoning and Appeals

No report.

History and Museum Board

Jerry Knode reported the museum would be opening next month.

Planning Commission

March 5, 2015

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Report for February, 2015

- There were **(11) permit submitted** in February, and a total of **(12) approved**. There are twelve **(13) permits with issues unresolved**.
- **Sidewalk Usage Standards: Final document has not been received** from attorney; **(No Change to status)**
- **Status on the Annexation of parcel along Eastern Boundry of Town. (No update reported)**

Permits Approved:

| | | | |
|---------|-----------------------------|------------------------------------|----------|
| 2014-30 | Byron Memorial Park | Sidewalks and Trail | Approved |
| 2015-1 | Commerce & Potomac | Fiber cable Mounting | Approved |
| 2015-4 | 27 E Potomac Street | Business Usage of Property | Approved |
| 2015-5 | 105/107 S. Vermont Street | Renovate duplex | Approved |
| 2015-7 | 11 N Clifton Drive | Move utility shed onto property | Approved |
| 2015-8 | 11 N Clifton Drive | Construct deck to rear of house | Approved |
| 2015-9 | 15813 Lockwood Road | Construct deck to rear of house | Approved |
| 2015-10 | 15813 Lockwood Road | Costruct pole building | Approved |
| 2015-11 | 6 Springfield Lane | Remodel Tenant Huse | Approved |
| 2015-12 | 33 N Conococheague Str | Replace roof and improve structure | Approved |
| 2015-13 | 5 S. Clifton Drive | Add one store addition | Approved |
| 2015-14 | Potomac Park (River Bottom) | Circus entertainment | Approved |

Permits Being Reviewed:

| | | | |
|------------|--------------------------|------------------------------------|------------------------------|
| 2012-36 | 15940 Lockwood Rd | Business Change | To Be Reviewed w/Attorney(s) |
| 2014-20 | 124 E. Potomac Street | Sidewalk and ADA replacement | Awaiting County design |
| 2014-21/26 | 14-26 E Salisbury Street | Remove and replace front sidewalks | RequiresTown |

Authorization

| | | | |
|---------|---------------------------|---------------------------------------|----------------------------|
| 2014-44 | 104 E Potomac Street | Bus Shelter | Appropriation underway |
| 2014-45 | 5 N. Commerce Street | Construct Visitor Center | Exceptions Required |
| 2015-6 | 22/24 N. Conococheague St | Change 2 store fronts to 2 apartments | Pending more documentation |

Respectfully Submitted,

Charles Stumbaugh

Planning and Zoning Commission

Legal Council

No report.

Sheriff's Report

Mayor McCleaf gave the February Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported on the recent roof work at the Tenant House. She is very excited about their progress. Assistant Mayor Joan Knode and Town Clerk, Donnie Stotemyer visited a historic home new Fort Frederick State Park that was in the process of being rehabilitated. They got some ideas from visiting this house as to how we can rehabilitate the Tenant House and the gentleman who is leading the rehabilitative work at the other historic structure offered to help the town with the restorative work that needs done to the Tenant House. Asst. Mayor Joan Knode also reported on an event she is planning for July 14th called "Crazy for Patsy." She reported our Town Clerk's mother-in-law, Geraldine Crilly, is making a two quilts for the town to raffle off to raise funds for the Tenant House. We will start selling tickets soon, and the drawing will be held at the Sip-in-Cider event in the fall. Asst. Mayor Joan Knode reported the trees we planted almost a year ago for the Journey Through Hallowed Ground project are really starting to bloom and they are looking beautiful. She said we would like to organize a Bike Party this spring/summer. We would work with Bike Maryland to organize this event and she is tentatively planning on hosting this event on July 3rd to kick off our July 4th celebration in the park. Asst. Mayor Joan Knode reported she has been working with Jenny Fleming from HEAL of Washington County and other members of the Wellness Committee to organize a special walking program through HEAL called the 10,000 steps program, which will begin on April 14th, 2015. Asst. Mayor Joan Knode reported the Hitching Post Round-Up Sale is coming up on April 4th, 2015. She talked about how the Canal Towns is working on creating a new brochure to highlight the different Canal Towns and that project is coming along well. She plans on having an Easter Egg display at the museum in the barn.

Councilman Jim Kalbfleisch gave the following report:

Water Tower Project

- Mike Nestor with Thrasher Engineering has submitted a change order with MDE for a gate valve that is not working. They need to install a new “insert valve” to isolate the vault for the tie-in at Honeyfield Road.
- There is a valve in the base of the water tower that is stuck shut. That needs to be open to help control the water elevation. They will need to replace that valve.
- Also in the base of the water tower, some piping, painting and installation of ten and 6 inch valves need replaced.
- Thrasher Engineering is waiting on MDE for approval so they can complete the project.

Councilman Scott Bragunier reported he has a meeting scheduled with Brandon from Cunningham Recreation to discuss replacing some playground equipment that is missing or damaged. He will be working with town employee, Les Guessford and Tim Ammons from Advantage Landscaping to prepare the site at Billy Doub Park for the new playground.

Councilman Scott Bragunier said he was contacted by Delegate Mike McKay to join the Mayor and Superintendent of Parks, Kevin Brandt to go to Annapolis and testify for a Bond Bill for the C&O Canal projects in Williamsport. He reported he is unable to attend. Councilman Bragunier reported the sidewalk project for Byron Memorial Park has been bid and Frederick, Seibert & Associates will be attending our next Workshop meeting to recommend who the town should award the project to. Councilman Scott Bragunier invited the Mayor and Council to opening day of the Conococheague Little League on April 4th at 10am. He wanted to thank the town employees for doing a great job of snow removal throughout the winter months. Councilman Bragunier said we need to put on the agenda next month if the town is going to host a spring clean-up this spring like we have done in years past.

Councilwoman Maya Haines made a motion to introduce an ordinance to make all town owned parks to become smoke free. This motion was seconded by Councilman Scott Bragunier. Discussion was held. Councilwoman Maya Haines talked about E-Cigarettes and how they are not federally regulated. She thinks we should take baby steps and make the park smoke free first, and then maybe in the future convert to making the parks tobacco free. Councilman Alan Redding talked about maybe having a designated smoking area because he doesn't want to have people driving by and seeing a bunch of people smoking outside of the park entrance. Councilwoman Maya Haines thinks it would be appropriate to establish a distance of 25 feet or more where people would smoke away from the children's areas of the parks. Town Attorney, Ed Kuczynski said we could pass a resolution for community policing where members of the community would help with the enforcement of the new ordinance. Councilman Alan Redding asked why we couldn't piggy-back what the county is doing by enacting their ordinance. Town Attorney, Ed Kuczynski said we can't do that, we have to make our own ordinance. Councilman Alan Redding asked why we couldn't look at what Washington County and the City of Hagerstown has done to model our program after theirs. Town Attorney, ED Kuczynski said we can look at those other ordinances and other actions to mold our program. Councilwoman Maya Haines wanted to thank the Mayor and Council. She said it has been a very interesting these past four years of her term. She said she would be happy to still volunteer and help out with different town events. If the town is interested in having her come in and teach stop smoking classes, she

is certified to teach these classes. She can only have up to 15 students in these classes. Councilwoman Maya Haines thanked the council and the community for allowing her to serve the Town of Williamsport these past four years.

Councilman Alan Redding gave the following report:

Pool Report

- Pool Committee meeting held on Thursday, February 26th. At this meeting we reviewed the staffing for this upcoming pool season. A lot of the staff from last year is returning this year.
- Red Cross has been paid in order for us to hold Certified Red Cross swimming lessons.
- We have met with Kirk Thompson to discuss maintenance issues at the pool(s). Those will be addressed prior to the opening of the pool.
- Swim Lesson fliers have been printed and will be distributed to the local schools.
- A staff meeting for this year’s pool staff is scheduled for Wednesday, May 13th at 6pm at the Springfield Barn.
- Swim lesson sign-ups are scheduled for Saturday, May 16th at Pavilion #1 in Byron Memorial Park beginning at 9am.
- ARE will be installing motors for the baby pool and the main pool on Tuesday, April 7th.

Councilman Bill Green reported he is looking into repairing pot holes throughout town. He also spoke about a recent grant submission to the Tri-County Council Appalachian Regional Commission (ARC) for funds to mill and overlay some of the streets most in need of repair in the Town of Williamsport.

Mayor’s Report

Mayor McCleaf reported he will be traveling to Annapolis on Saturday, March 14th, 2015 with Kevin Brandt to testify on a \$300,000 Bond Bill to bring money to the C&O Canal in Williamsport for continued restorations.

Unfinished Business

Mayor McCleaf presented the Application for hanging No Parking signs in the Town of Williamsport.

Application for No Parking Signs

Options: (Please indicate your selection by initialing on the line below the option)

- **No Parking Signs without printed labels \$1.00 per sign**
Applicant is responsible for labeling signs with the start and end times of the no parking period _____initial
Applicant is responsible for hanging signs and for taking the signs down at the end of the no parking period _____initial
- **No Parking Signs with printed labels \$1.50 per sign**
Town employees will print and adhere labels to the requested number of signs
Applicant is responsible for hanging signs and for taking the signs down at the end of the no parking period _____initial
- **No Parking Signs with printed labels and posting services**

1-10 Signs=\$50.00 11-25 Signs=\$100.00 25+ Signs=\$125.00

Town employees will print and adhere labels to the requested number of signs

Town employees will hang signs and town employees will take signs down at the end of the no parking period

Guidelines:

- Signs must be hung within 24 hours prior to the start of the no parking period
- Signs must be removed promptly at the end of the no parking period
- Signs should be hung to all parking meters along the desired no parking area. Where parking meters are not present, signs can be hung from trees or poles.
- Signs should be hung facing the oncoming traffic so they are visible to motorists.

Applicant Information:

Applicant Name: _____

Reason for Request? _____

Start Date: _____ **Start Time of No Parking period:** _____

End Date: _____ **End Time of No Parking period:** _____

Please list all of the streets in the No Parking area (If you are requesting No Parking on only one side of the street, please indicate which side. If you are requesting both sides of the street No Parking, please indicate that): _____

Applicant Signature: _____ **Date:** _____

If you have any questions, call Town Hall at (301) 223-7711.

Assistant Mayor Joan Knode made a motion to accept this new policy as presented. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Mayor McCleaf called on Town Clerk, Donnie Stotelmyer to further discuss the repair or replacement of the town back hoe. Mr. Stotelmyer reported he obtained price quotes from two different companies for a new back hoe. Alban Cat gave a quote on a 2014 training model of a tractor with only 100 hours on it. Groff Tractor gave a quote on a brand new 2015 tractor. To be fair, Mr. Stotelmyer wanted to get a quote on a brand new 2015 tractor from Alban Cat in order to compare the two prices fairly. Mayor McCleaf suggested the Council meet briefly on Monday, March 16th, 2015 at 7:45pm, prior to the swearing in of the new Council members, to make a decision on which company to purchase the tractor from.

New Business

Mayor McCleaf asked the Council to consider the reduction of a water bill at 103 Grove Avenue due to a water leak. Councilman Jim Kalbfleisch made a motion to reduce the water bill. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor McCleaf called on Town Clerk Donnie Stotelmyer who explained our exemption from the 2015/16 Constant Yield Tax Rate. Mr. Stotelmyer read the following:
Section 2-205(d) states that:

“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 corporations; 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.”

Assistant Mayor Joan Knode made a motion to accept the town’s exemption from the constant yield tax as presented. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Mayor McCleaf recognized Town Clerk Donnie Stotelmyer who presented the Mayor and Council with a Gold Leaf award from the National Arbor Society. This award was presented to the Town of Williamsport for their extraordinary tree planting event in partnership with the Journey Through Hallowed Ground last spring.

Mayor McCleaf called on Town Clerk, Donnie Stotelmyer who reviewed the Town Election results. Mr. Stotelmyer reviewed the following:

1. Statement of Votes Cast by Ballot
 - a. William Green received 76 total votes
 - b. Dustin Byers received 70 total votes
 - c. James Kalbfleisch received 77 total votes
 - d. Don Munson received 67 total votesThere were a total of 117 votes cast.
2. Statement of Votes Cast by Absentee Ballot
 - a. William Green received 1 absentee vote
 - b. Dustin Byers received 1 absentee vote
 - c. James Kalbfleisch received 1 absentee vote
 - d. Don Munson received 0 absentee votesThe total number of absentee ballots cast was 1.
3. Election Tally Sheet
4. Absentee Ballots

Assistant Mayor Joan Knode made a motion to validate the election results as presented. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Mayor McCleaf presented a request from the Authentic Community Theatre to once again host “Storytelling in the Parks” event at Pavilion #3 in Byron Memorial park on Wednesday, July 15th, 2015. Assistant Mayor Joan Knode made a motion to approve the use of Pavilion #3 to host this event. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Councilwoman Maya Haines said in front of Mr. Stumbaugh’s where the speed bumps were installed, she feels they need to come out. She said water laid in between the speed bumps and it was a problem. Mayor McCleaf instructed Mr. Stotelmyer to take the speed bumps out. Councilwoman Maya Haines also said she thinks the sign down at Riverbottom Park that says

camping by permit only should be taken out, because then people will think they can camp down there. She asked if the sign can be removed. Mayor McCleaf instructed Mr. Stotelmyer to remove the sign in question.

Mayor McCleaf reminded everyone the swearing in ceremony for the 3 newly elected Council members would be next Monday, March 16th, 2015 at 8:00pm. He said he would like to honor Pastor Greg Martin at the meeting also. He served many years on the Planning and Zoning Commission. Pastor Martin recently resigned from the Commission and will soon be moving out of the area so we would like to honor him at this meeting if he is available to attend.

Citizen Participation

Mayor McCleaf recognized town resident, David Kirby spoke about a problem at the Calvary Temple Church with flooding into the basement. Mr. Kirby said it was the town's fault and wanted to know if we were going to adjust their water bills. Mayor McCleaf reported the bills would be adjusted.

Mayor McCleaf recognized town resident, Don Munson who asked about when our gateway signs are going to be installed. Mayor McCleaf said the signs are finished and as soon as the weather breaks we will get them installed.

Mayor McCleaf recognized town resident, Ken Lafferty who reported the new Deputy Sherriff, Brian Glines, is really doing a great job for the Town of Williamsport and his frequent vehicle stops.

Mayor McCleaf thanked Councilwoman Maya Haines for her years of service as a Councilwoman and said it was a pleasure to work with her for the past four years.

Councilwoman Maya Haines made a motion to adjourn. This motion was seconded by Councilman Alan Redding.

Meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport