

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
April 14, 2014**

A regular meeting of the Williamsport Mayor and Council was held on April 14, 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

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 Assistant Mayor Joan Knode to accept the regular meeting minutes held on March 10, 2014, the Executive Session minutes held on March 10, 2014, and the Workshop meeting minutes held on April 7, 2014. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotemyer gave the financial report for March 2014. Councilwoman Maya Haines made a motion to accept the financial report as presented. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Guests

Mayor James G McCleaf introduced Mike Nestor from Thrasher Engineering. Mr. Nestor was present to discuss the Water Tower Project. He discussed the following points:

- MDE has given the go ahead for bidding and construction for this project.
- Pre-Bid Conference at Town Hall is scheduled for Wednesday, April 16th, 2014 at 10:00am.
- Bid Opening at Town Hall will take place on Tuesday, May 6th, 2014 at 2:00pm.
- The schedule is on track for construction to start late June/early July.
- Currently, there are 6 plan holders for the project.

Correspondence

Mayor James G. McCleaf informed the Council we received a thank you letter from Jennifer Carbaugh with the Boys and Girls Club for hosting a Meet and Greet in her honor.

Mayor James G. McCleaf informed the Council the Williamsport High School Alumni group sent a donation of \$50.00 to contribute to the maintenance of Douglas the Donkey.

Mayor James G. McCleaf informed the Council we received an invitation to participate in the Sharpsburg Memorial Day Parade on Saturday, May 24th, 2014 at 1:30pm.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Jerry Knode reported the museum is open every Sunday. This coming Sunday at 6:30am is the sunrise service. May 4th, 2014 is the Museum Ramble. This event includes 27 local museums and historic sites during the month of May. Mr. Knode reported the Williamsport Community Band will have their Spring Concert on May 11th, 2014 at 3:00pm for Mother's Day. This concert will take place at the Springfield Barn. The Williamsport Community Band has been invited back perform at the Basilica in Emmitsburg, MD. June 8th, 2014, the Williamsport Community Band will host this year's Maryland Community Band Festival from 11:00am-9:00pm.

Planning Commission

March 31, 2014

To: Williamsport Mayor and Council

From: Williamsport Planning and Zoning Commission

Subject: Activities Report for March, 2014

- There were (2) new permits submitted in March, and a total of six (6) approved. There are a total of four (4) permits under review.
- Welcome Center Plans are progressing, FEMA permit applications should be in system within six weeks, grant paperwork finalization pending.

- Sidewalk Usage Standards are written and available for Council review. Awaiting Council finalizing tentatively in April.

Permits Reviewed and Disposition Made:

2014-02	24 N. Conococheague Street	Conversion to (2) appt	Permit withdrawn
2014-06	39 / 41 E. Frederick Street	Front Porch	Approved
2014-13	105 S Artizan Street	Replace Front Porch Roof	Approved
2014-14	2 E. Potomac Street	Business Owner Change	Approved

Permits Under Reviewed:

2014-05	22 N. Conococheague Street	Temporary facility Usage	Under review
2012-36	15940 Lockwood Rd	Business Change	Awaiting connecting road Approvals

Code Administration:

There were Three(3) Code Violations recorded in February, and eight(8) violations in March.

New Business:

East Potomac GC District Development(South) – Second Meeting April with State Roads Sidewalk usage guidelines prepared and awaiting Council review, still pending Sub-station discussion w/1st energy held March 24th.

Respectfully Submitted,

Charles Stumbaugh

Planning and Zoning Commission

Legal Council

No Report.

Sheriff's Report

Mayor James McCleaf gave the March 2014 sheriff's report.

Council report

Asst. Mayor Joan Knode reported the Springfield Barn is now open for weddings. There was a wedding just this past weekend. The Hitching Post even was a successful event. Councilwoman Maya Haines and her husband Todd Haines attended the event. There were many vendors who attended the event including Kristi's Bakery, Leiter's Fine Catering, Applause, Planks Barbeque, and many others. The event was well attended.

Councilman Jim Kalbfleisch reiterated what the guest Mike Nestor said about the water tower project being ready to bid.

Councilman Scott Bragunier reported the car shows in the park is the first Friday of the month. He made a motion for the Mayor and Council to commit \$600 for entertainment for this year's car shows. The motion was defeated, there were no one to second the motion. Councilwoman Maya Haines said she would be interested in getting more information on what acts would be performing for the car shows. Councilman Scott Bragunier responded that he did not know. Councilman Scott Bragunier reported the sign in the park outlining the rules states there are no skateboards permitted in the park. He made a motion to permit skateboarders in the park. Mayor McCleaf explained that in order to change the park rules, the Town Ordinance on this matter would have to be changed. Councilman Scott Bragunier stated if the Town Ordinance needs to be changed, he is willing to start this process. Mayor McCleaf said the Town Ordinance states there are no skateboards allowed on public roads and since Park Road is a public road and that is why skateboarding is prohibited in Byron Memorial Park. Mayor McCleaf also stated they had a meeting in 2006 regarding skateboarding with town residents and the town's insurance company and this issue seems to come in cycles. The motion was defeated.

Councilman Scott Bragunier and Mayor James McCleaf both stated the Arbor Day Tree Planting and Tree Dedication event was a great success. Mayor McCleaf stated Earth Hour was also a success and he learned a lot about the Drum Circle at that event.

Councilman Alan Redding was no present, no report.

Councilman Bill Green reported the town employees have done a good job with repairing pot holes. They have repaired quite a few pot holes already, but still have a few to do. The parking meters are all functioning. The curbs that needed painted have all been painted. Councilman Bill Green said the next thing he will be doing is getting with town employee, Bobby Talhelm to install pet waste containers throughout the town.

Councilwoman Maya Haines reported there is a tree in front of Time Warp Media's store that is blocking the façade of the store and they are interested in having it cut down. The owners of the store contacted Maya Haines and she got in contact with Donnie Stotelmyer, Town Clerk to find out what is the process for having this tree cut down. Donnie Stotelmyer contacted Becky Wilson with DNR Forestry Services and she said they could provide a permit to have the tree trimmed, but it cannot be removed. Councilwoman Maya Haines thanked Donnie Stotelmyer for looking into this matter for her. She explained to the owners there is a process to having this tree trimmed and it can't just be cut down arbitrarily. Councilwoman Maya Haines stated the owners said their store is the only store in town with a tree in front of it, but Maya pointed out to her this is not true and gave many examples of other stores with trees in front of them.

Councilwoman Maya Haines also discussed the desire to go smoke free in Byron Memorial Park. She said she has secured \$500 from Washington County Health Department Cigarette Restitution Fund. This money could go towards educational materials, classes, and give-aways.

Councilwoman Maya Haines reported she is trained to teach no smoking classes and is willing to teach these classes for free for the Town. This money has to be spent by the end of June 2014.

Councilwoman Maya Haines had been in contact with Rodney Tissue, a City of Hagerstown

engineer. He explained to her that the City of Hagerstown is using auxiliary police to patrol the City Park to enforce the no smoking policy. They also use signage and ads in the local paper letting people know that they went smoke free in Hagerstown. Mr. Tissue said that you can just designate certain sections of the park as smoke free. Councilwoman Maya Haines also reported Hagerstown Community College will be a smoke free campus in 2015. She has done a lot of research on this subject and is presenting this information to the Mayor and Council should they decide to pursue making Byron Memorial park smoke-free. The Council was all in agreement with this movement. They gave her the support to continue researching this endeavor.

Mayor's Report

Mayor James McCleaf reported it has been a busy month. He has attended Earth Hour, which was a great event. He attend the brainstorming session on how to fund the re-watering of the aqueduct project luncheon. He attended the Bunny Trails Craft Show this past weekend. He attended a ribbon cutting ceremony for Desert Rose Sweet Shoppe. He talked about Rose Harris opening up her second shop in town and how she is an asset to this community. He along with other officials and Mayors attending a ceremony at APPLES for kids to read a proclamation declaring April 6th-April 12th, 2014 the Week of the Young Child. Mayor James McCleaf reported he has been working on the 2015 Fiscal Budget. He is also following up on the \$1.5 million application to fund replacing water lines in town.

Unfinished Business

Mayor James McCleaf discussed the adoption of the Application for Temporary Use of the Public Right-A-Way for Sidewalk Cafes in Town Center. Mayor James McCleaf stated he wanted to table this issue until Town Attorney Ed Kuczynski could be present and advise.

Mayor James McCleaf explained to the Council they would need to approve the bidding of the fitness trail in Byron Memorial Park. Councilman Scott Bragunier made a motion to bid the project of the fitness trail in Byron Memorial Park. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Mayor explained to the Council he needs approval to award the paving of the parking lot at Billy Doub Field. A contract proposal was presented by Rafferty Paving for the project in the amount of \$9,400.00. Councilman Scott Bragunier made a motion to award the paving of the parking lot at Billy Doub Field to Rafferty Paving Company. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Town Clerk, Donnie Stotemyer explained to the Mayor and Council that a Mr. C. William Hetzer is requesting the town remove late fees that was charged to 6 accounts he manages when a check that was sent for payment got lost. This was a bank generated check that was mailed through his bank, but the check did not clear the bank and still to this day has not cleared the bank. Once, they realized the check did not clear, they sent a separate check to the Town to pay for the water/sewer bills on the 6 accounts. However, because the payments were late, all 6 accounts accumulated late fees. He is asking that these fees which total \$141.37 be removed from the different accounts due to the check getting lost. Councilman Jim Kalbfleisch made a

motion to remove these fees from the 6 different accounts. This motion was seconded by Assistant Joan Knode. With all voting in favor, motion carried.

Mayor James McCleaf informed the Council we were contacted by a Head Start teacher from Marlow Elementary School in Falling Waters, WV requesting that we allow them to use Pavilion #2 on Tuesday, May 27, 2014 from 10:00am-1:00pm. They have requested to use the pavilion in years past at no charge, and would also like to use it this year at no charge. Councilman Scott Bragunier made a motion to allow the Head Start program from Marlow Elementary School to use Pavilion #2 on May 27, 2014 at no charge. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor James McCleaf informed the Council they need to approve the renewal of a 6 month CD with M&T Bank. Councilman Jim Kalbfleisch made a motion to renew the 6 month CD maintained by the Town at M&T Bank. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Mayor James McCleaf explained the Council needs to accept Project Open Space total grant award of \$31,915.00 for the following projects:

- Byron Memorial Park Sign Project \$3,150.00
- Byron Memorial Park Sidewalk Project \$23,688.00
- L. Beard Miller Pool Sidewalk Project \$5,077.00

Councilman Scott Bragunier made a motion to accept these three groups from Project Open Space. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion passed.

Mayor James McCleaf explained the Council needs to approve the Washington County Park Board's "Story Telling in the Parks" request to use Pavilion #3 on July 16th, 2014 at no fee. Assistant Mayor Joan Knode made a motion to allow the "Story Telling in the Parks" program to use Pavilion #3 for an event on July 16, 2014. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Mayor James McCleaf explained the Council needs to approve a request from Hub City Vineyard to rent Pavilion #2 and the Gazebo for "Livestock 2014" event on April 26th, 2014 from 12:00pm-5:00pm. Hub City Vineyard is not requesting to use these facilities for free, they would pay the standard renting fees. Councilman Scott Bragunier made a motion to allow Hub City Vineyard to rent Pavilion #2 and the Gazebo for their event on April 26th, 2014. This motion was seconded by Maya Haines. With all voting in favor, motion carried.

New Business

Mayor James McCleaf proposed to the Council that the Town host a Spring Clean Up Event on Saturday, May 10th, 2014 from 7:00am-12:00pm in the pool parking lot. Councilman Scott Bragunier made a motion to host a Spring Clean Up Event on May 10th, 2014. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Mayor James McCleaf informed the Council Donnie Stotelmyer, Town Clerk has contacted Draper & McGinley auditing services to conduct a financial audit of the Town of Williamsport finances. This needs to be approved by the Mayor and Council. Councilman Jim Kalbfleisch made a motion to allow Draper & McGinley auditing services to conduct the Fiscal Audit 2014 for the Town of Williamsport. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Councilman Bill Green stated he would like the Mayor and Council to review the animal ordinance. He states there are things that need to be corrected in that ordinance. Mayor McCleaf stated we would be reviewing that ordinance and others along with it in the near future.

Citizen Participation

Margaret Yaukey, town resident, asked what the town is doing to entice new businesses to come to town. Mayor McCleaf responded that the Town of Williamsport is partnering with the Town of Boonsboro's EDC (Economic Development Commission) to start an EDC for Williamsport. Ms. Yaukey stated she would like to be a part of that when we do get it started.

Councilwoman Maya Haines made a motion to adjourn this meeting. This motion was seconded by Councilman Bill Green. Meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport